

Massachusetts Department of Correction

Internship Program

Sponsored by the

Office of Diversity & Equal Opportunity

~~~~~



**Monsi Quiñones, Director**  
**Lori Costa, Recruitment & Outreach Specialist**

**Recruitment Line:**

**1-866-WRK-4DOC**

**Diversity Office:**

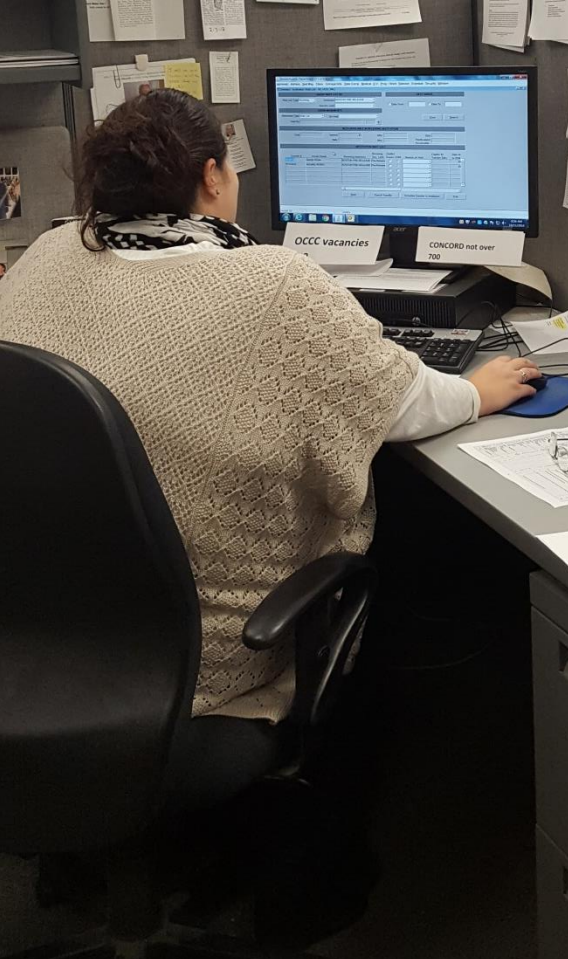
**508-422-3646**

**mass.gov/doc**





Group Tour at MCI-Norfolk with  
Correctional Staff



# Central Classification Division, Norfolk MA

## Track #1

Interns assigned to the Classification Division receive a hands on experience. They are equipped with access to our Inmate Management System and intranet databases in order to work independently in a office setting.

Cross training is scheduled to allow the intern to see the inside of several prisons and to meet with various staff to discover the different positions available to them.

*"After this internship, I know I have the resources that will be necessary in order to successfully search for and obtain employment with the Department of Correction. I am very grateful to have had this internship opportunity, and I would be happy to work with the Department of Correction again in the future."*

- Paige M, summer 2016

Interns work are responsible for processing and researching inmate correspondences, performing audits, gathering statistics as well as special projects. Being in central office, they will attend quarterly meetings and have global access.

*"My internship with the Department of Correction Central Classification Division was nothing short of amazing. Throughout this internship I was able to experience and learn things that I never could have learned in a classroom."*

- Amanda W, Spring 2015

*"This internship has taught me a lot about corrections to the point I do foresee myself working in the Department of Correction someday and I cannot thank the people who made this possible enough! This was my last trimester, and now I look forward to the application process and hopefully being hired in the near future."*

-Vicki A, Fall 2014



# South Middlesex Correctional Center Internship Opportunities



*Track #10 Female Offender  
Case Management & Reentry Programming*



Interns are exposed to a wide variety of community corrections functions within a minimum / pre-release setting including: Admissions, Classification, Programs, Work Release, Reentry, and Records.

**Family Reunification House**



**Greenhouse & Garden**



**INTERNSHIP SPOTLIGHT**  
**RE-ENTRY FAIRS**  
**RESOURCE DEVELOPMENT**  
**COMMUNITY OUTREACH**  
**FEMALE OFFENDER PROGRAMS**  
**FRAMINGHAM, MA**



# Research and Planning Division Track #13



Located in Concord, MA on the grounds of  
MCI-Concord in the Historic  
Secured Facilities Unit Building

*"Thank you so much for giving me the opportunity to be an intern in the research and planning division. This experience has allowed me to see more of my interests within the corrections field."*  
Hannah, Gordon College



## Develop your skills

- SPSS
- Microsoft Office
- Report Writing
- Data Analysis
- Literature Reviews

## Opportunities

- Published Briefs
- Research Projects
- Prison Tours
- Parole Hearings
- Cross-Training

The Research and Planning Internship is focused on working with the student to develop a general knowledge of MA DOC data through research projects that incorporate the use of analytical tools. Students work both independently and in group settings to develop skills to extract and utilize data to inform and guide decisions.

*"The people who I work with in the Research and Planning Division have guided me and fostered a great environment for growth and learning."*  
Brad, Northeastern

# Reentry Planning & Performance Measures

## Track #20

- Located in the Program & Reentry Services Divisions-Central Office, Milford
- Students gain exposure to various areas of the Reentry Continuum
  - Programming Goals
  - Discharge Planning
  - Community Integration
- Allows students to exercise data analysis skills and improve the overall quality and performance of Reentry and Program initiatives

### Reentry Activities

- Visits to Housing and Support Programs
  - Update the Housing Resource Search Application

### Program Activities

- Attend audits of DOC intensive substance abuse programs
  - Exposure to volunteer programs & religious services

To Do:  
Apply for this one!!!

"I was glad that I was able to have a hands-on experience by working on an audit and not just observing."  
~Former Intern





Legal Division  
Boston  
Track #31



# North Central Correctional Institution, NCCI-Gardner Gardner, Massachusetts

## Track #35 – Offender Classification, Re-entry & Programming



NCCI Gardner is a unique facility as it was originally built in 1902 as a colony for mentally disturbed patients who were able bodied and sufficiently cooperative to engage in construction work for the institution. In 1970, a phase-down of in-patient facilities was instituted in the state of Massachusetts, and the Gardner facility was officially closed in 1975. The North Central Correctional Institution opened on June 18, 1981. With the age of some of these buildings and the unique set up of 18 buildings, NCCI Gardner has been referred to have a feel of a college campus. This including the over abundance of beautiful flowers and gardens throughout the facility during the Spring/Summer months that are maintained by inmates in the gardening program.

The Locust Building Minimum Unit at NCCI was the first Massachusetts Department of Correction facility to incorporate this program. The program is very much in line with the Department's Vision Statement to offer the inmates opportunities for positive behavioral change and optimize community reparation efforts while working collaboratively with the community and other agencies. Under the direction of both Department of Correction staff and the NEADS trainers, the inmates raise the pups teaching them basic obedience and other skills that are needed to prepare them for their future career as service dogs.

Past students who have performed their internship at NCCI Gardner have commented that they have gained the knowledge and tools they need for their future endeavors. Students have also commented on how pleasant and helpful staff are at NCCI Gardner and that it was a pleasure for them to do their internship at this facility.





# *Massachusetts Alcohol & Substance Abuse Center*

Interns will learn about MASAC's different populations and also the programming that is provided:

## Civil Commitment Population:

The Massachusetts Alcohol and Substance Abuse Center's mission is to promote public safety by providing a safe, secure and structured treatment environment for court ordered civil commitments under section 35. This is accomplished through medically monitored detoxification services, educating them with the tools to affect positive change and plans for aftercare in order to promote a healthier and more meaningful lifestyle upon their return to the community.

## Minimum-Security Inmate Population:

Provide public safety through safe and humane care and custody practices. Promote an atmosphere of increased responsibility and accountability for the offender providing the basis for positive re-integration into society. Create an environment of mutual respect, fostering positive interactions between offenders, staff, and the public.

## Programming:

The substance abuse treatment program for the civil commitments is focused on issues specific to dual diagnosis treatment: addressing substance abuse, mental health concerns, interpersonal relationships and community expectations. Civil Commitments are provided with 20 hours of clinical programming per week along with homework packets. They are encouraged to use the information provided as they work with Substance Abuse staff to develop their discharge plans.

Programs available to the minimum security inmate population include, but are not limited to: job assignments (paid and for earned good time), educational opportunities, religious programs, recreation, and volunteer programs.



Track # 47  
Bridgewater, MA

# Northeastern Correctional Center



## Track #49 Classification, Treatment & Reentry.

NECC in Concord, MA - Offender Classification, Reentry & Programming

Students arrive at “The Farm” and they are amazed that a correctional facility can actually exist within the confines of a working farm.

Interns at NECC will have an opportunity to work with inmates in a minimum and pre-release setting. They will participate in the Orientation, Classification, Reentry and Work Release of convicted felons incarcerated within the state prison system.

A recent UNH undergraduate and U Lowell graduate student who participated in the Spring 2016 internship and whom is currently employed as a Correctional Officer with The Federal Bureau of Prisons was quoted as saying “Everyone at NECC was accepting and welcomed any questions I had throughout my experience. I would recommend this internship to anyone.”

A recent Framingham State University undergraduate student who participated in the Summer 2016 internship was quoted as saying “Everyone in the facility was friendly and gave me a full rundown on what their jobs were and what was expected of me. They gave me useful information that I can take back into my future career.”



# Division of Staff Development ~ Training Academy

## Track #55 Milford, MA



Storyboard



Assist in Developing  
Training and  
Professional  
Development  
Courses for Staff

*We are innovative leaders building a learning organization through staff development*

# Division of Administrative Services-Fiscal Track #56, Milford MA

## Mission:

Professionally manage all Department of Correction financial resources and assets in compliance with policies, procedures, rules, regulations and laws while promoting best value practices in the procurement of goods and services.



*Interns can expect to work in or more of the following areas:*

- ❑ Budget Office
- ❑ Contract Services
- ❑ Fiscal Services
- ❑ Food Service Management
- ❑ Administrative Support Services





# DIVERSITY, INCLUSION, EQUAL ACCESS

TRACK #59

OFFICE OF DIVERSITY & EQUAL OPPORTUNITY  
MILFORD, MA



Student is exposed the various functions of the unit pertaining to employment and diversity objectives, Internship and Job Shadow Program management, and employee based programs such as Mediation and the Mentor Protégé program.



Students in this track work independently on small projects and may also be part of larger working groups, assisting or observing in events with external stakeholders. Students will leave with a greater sense of how Diversity, Equal Opportunity & Affirmative Action is implemented with insight and hands on approach to activities, job shadows and business skills development.



"I can't begin to put a value on everything that I've learned from my Internship. I was able to learn the basics of program management, and learn about professionalism in the workplace."



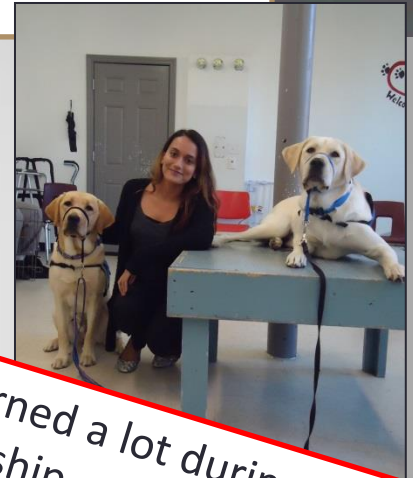
"I feel that this internship has boosted my confidence to continue pursuing my goals of completing my degree so that I will be better qualified and prepared to start a career in the criminal justice system"

# MCI-Framingham Treatment -Track #62

The goal of the treatment department is to provide the female inmate population with constructive options for programming, treatment, education, leisure and reentry opportunities which will help aid in their reintegration to society therefore hopefully reducing the risk of recidivism

**Interns working in this department will...**

- Work alongside the Volunteer Coordinator**
- Learn about the scheduling of programs and how these programs affect the inmate's Pathway.**
- Work with soon to be released inmates and develop a comprehensive reentry plan based on their needs.**
- Have the opportunity to co-facilitate classes assist the NEADS/American Vet Dogs programs**



"I learned a lot during my internship at MCI-Framingham. I gained experience in the field of corrections, it helped me discover my passion to continue to work with the incarcerated population" – Nycole, Spectrum





# 17 State Correctional Facilities

**Shirley Complex**  
-SBCC  
-Shirley

**MCI Concord and  
Northeast CC**

**Boston Area**  
-LSH Correctional Unit  
-Boston Pre Release

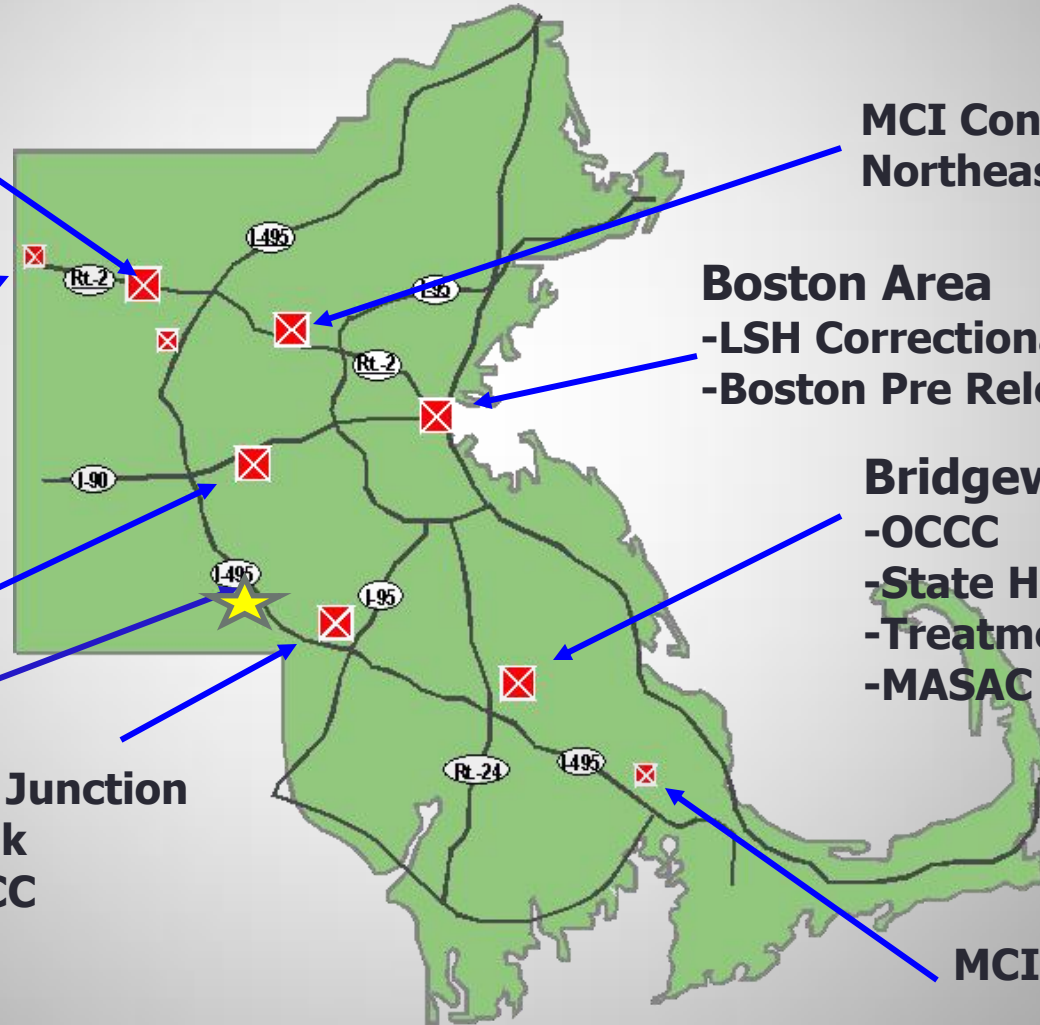
**Bridgewater Complex**  
-OCCC  
-State Hospital  
-Treatment Center  
-MASAC

**MCI-Plymouth**

**NCCI Gardner**

**MCI Framingham  
South Middlesex CC**

**Milford  
HQ's**  
**MCI Cedar Junction  
MCI Norfolk  
Pondville CC**



# There's a place for *YOU* in Public Safety

The Massachusetts Department of Correction has many challenging and rewarding opportunities for career minded women. Whether it's pursuing your dreams in uniform as a Correction Officer, Correction Program Officer, Recreation Officer, or choosing a different professional path by becoming an Education Specialist, Administrative Support Specialist or Manager, there are many career paths to choose from.

The Massachusetts Department of Correction is the second largest state agency. Internships for College Students available. Many opportunities for growth and advancement.

## Join Team DOC, together we make a difference!

Women, Minorities, Veterans, Persons  
with Disabilities  
and Bilingual Speakers (Spanish)  
are encouraged to apply.

An Equal Opportunity Employer  
Office of Diversity and Equal Opportunity

Follow us:



For employment opportunities visit us at [www.mass.gov/doc](http://www.mass.gov/doc) or call 866-WRK-4DOC

